

**OFFICE OF THE ATTORNEY GENERAL
Procurement Policy Compliance and Monitoring Board**

SPECIAL MEETING MINUTES

Wednesday, June 3, 2020

The Procurement Policy and Compliance Monitoring Board met in a special session On **June 3, 2020 via conference call**

Karla Schreiber, Chairperson called the meeting to order at 2:04 pm

ROLL CALL

Board members present (3):

Springfield: Pam Blackorby, present
Tad Huskey, absent
Lisa Kaigh, present

Chicago: Karla Schreiber, present
Jessica O’Leary, present

Other staff: Eileen Baumstark-Pratt, Acting SPO
Kathy Leiser

Old Business

There was no old business.

New Business

Color Copier Maintenance

Eileen Baumstark-Pratt, Acting SPO, stated Office Services is seeking to secure maintenance services for nine (9) various digital color copier models; twelve (4) copiers are located in the Chicago Offices, five (2) are located in the Springfield Offices, and four (3) copiers, are located in our Regional Offices.

Office Services reached out to five (5) vendors to provide cost information, Xerox, Bebon, CDS, Aero and Digital Copiers. Two vendors did not meet our requirements, Aero and Digital. Xerox CDS and Bebon provided cost information.

A contract with CDS Office Technologies is being executed in the amount of \$8,667.84.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the lease.

No comments were received.

Black and White Copiers

Eileen Baumstark-Pratt, Acting SPO, stated that Office Services is seeking to secure maintenance services for twenty-one (21) various digital copier models; twelve (12) copiers are located in the Chicago Offices, five (5) are located in the Springfield Offices, and four (4) copiers, are located in our Regional Offices.

Office Services reached out to three (3) vendors to provide cost information, Xerox, Bebon and CDS. Only Xerox and Bebon provided cost information. A contract is being recommend for Xerox, the vendor that provided the lowest overall cost of \$26,366.87.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase.

Public Comments

There were no public comments at this meeting.

Adjournment:

There being no further business to come before the PPCMB Board, Pam Blackorby moved and Lisa Kaigh seconded that the meeting adjourn.

The motion carried by the following voice vote.

Yeas: Jessica O’Leary and Karla Schreiber

The meeting adjourned at 2:07 pm.